

Spec. Code:	2502
Occ. Area:	03
Work Area:	352
Prom. Line:	none
Prob. Period:	6 mo.
Effective Date:	06/30/94

MANAGER OF UNIVERSITY CASHIERING OPERATIONS

Function of Job

Under administrative direction from a designated administrator, to be responsible for the daily operation of a cash collection and processing unit in a university bursar's office or similar campus-wide operation. Responsibilities include accounting for and processing deposits received in person or through the mail and distributing checks (such as payroll and accounts-payable checks).

Characteristic Duties and Responsibilities

1. directs the unit's activities and provides counsel and guidance to area supervisors regarding problems that arise. The unit's areas might typically include a cashiering area, mail remittance area (processing payments that come through the mail, such as parking tickets, cash sales, deposits, transcript payments, GAR transactions, and research payments), and check distribution area (distributing all payroll checks and accounts-payable checks made by mail).
2. acts as liaison with students, staff, faculty, university departments, and local banks for the purpose of establishing, interpreting, and applying policies and guidelines in order to maintain or improve standards concerning payroll, payments, and deposits
3. acts as liaison with security agents (such as Brinks and university police) for the receipt and delivery of miscellaneous cash orders for various university departments
4. acts as liaison between the university and financial institutions to establish new credit card accounts for university departments
5. identifies internal problems or problems in outside areas relating to the operation of the unit (such as work flow between sections or inadequate internal/external communication) and works to resolve with appropriate staff
6. recommends new or revised operating and program procedures to increase the efficiency and accuracy of operations; assists administration in evaluating the unit's operation and develop goals/policies to meet future needs
7. coordinates the operation of the unit with other units to ensure the overall effectiveness of the unit (such as registration process)

8. coordinates refund activities (such as a SEAL and SORF) with student government groups and is responsible for transferring monies to the proper accounts; coordinates the deposits and withdrawals of the imprest fund account; approves refunds given by student accounts receivable
9. participates in such committees as planning groups (automation of systems, space utilization), task forces, and user/staff training committees related to the mission of the unit; implements resulting policies
10. develops written documentation to support the operations of the unit, which may include compilation of statistical information as well as preparation and/or analysis of monthly/annual reports, operations manuals, staff requirements, etc.)
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following types of preparation:
 - (a) supervisory experience in banking and/or bursar operations
 - (b) credit for college course work in business-related fields (such as accounting, finance, management, or management information systems)
 - (c) credit for college course work in fields other than business-related ones

that totals 1.0 unit according to the following conversion rates:

3 years of "a" = 1.0 unit

36 semester hours of "b" = 2.0 unit

120 semester hours of "c" = 1.0 unit

Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

2. two years of work experience assisting in the management and/or administration of banking and/or bursar operations
3. two years of supervisory experience. (This requirement may be met using experience counted in requirements #1 and/or #2 above.)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. broad knowledge of banking and/or bursar operations

2. knowledge of general accounting practices
3. basic knowledge of management information systems as they relate to banking and/or bursar operations
4. good communication skills
5. skill in dealing with others in person-to-person work relationships
6. ability to recognize and solve operation problems of a banking and/or bursar unit
7. ability to interpret and apply policies and procedures to a variety of situations affecting the operation/service of the unit